

United States Postal Service

Volume Recording Worksheet

ID Number						Day	Week	A/P	FY	Reporting Unit and ZIP Code										Signature												
Route	Prior PM Cased	AM Office Volume				Total Letters	Prior PM Cased	AM Office Volume				Total Flats	AM Total Available	DPS Letters	AM Curtailed		AM Curtailed		Total Cased Letters	Total Cased Flats	Sequence Mail			Total Volume Delivered	PM Letters Received	PM Letters Curtailed	PM Letters Cased	PM Flats Received	PM Flats Curtailed	PM Flats Cased		
	Letters	Letters	Letters	Letters	Flats		Flats	Flats	Flats	Letters					Flats		Available	Curtailed			Delivered											
										Delayed	Uncom-mitted				Delayed	Uncom-mitted																
Col. 1	Col. 2	Col. 3				Col. 4	Col. 5	Col. 6				Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13	Col. 14	Col. 15	Col. 16	Col. 17	Col. 18	Col. 19	Col. 20	Col. 21	Col. 22	Col. 23	Col. 24	Col. 25		
												Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total		
Total Linear Volumes ►																																
Route Unit Totals to Form 3930 ►												Line 15	Line 18	Line 19	Line 18	Line 19	Line 11	Line 12			Line 14											
Totals Converted to Pieces Using Standard Conversion Factors ►																																
Cased Letters =												Flats =																				
DPS Letters =												Sequenced Mail =																				
Comments																																

Instructions

General

All units that are required to complete a PS Form 3921, must complete the heading information and use the same identification number as is used on the PS Form 3930. City delivery routes and rural delivery routes must be reported on separate PS Forms 3921.

- Column 1** - Enter the route numbers. When recording rural route volume, record the route numbers preceded by an "R" (e.g., R1, R2, R3).
- Column 2** - Record all letter volume that was cased in the prior P.M. *Do not* include direct bundles of sequenced mail that *do not* require casing. These are recorded in Column 16.
- Column 3** - Record in feet, to **nearest** quarter-foot increments, the letter mail volume subsequently available in the A.M., including prior curtailed letters. Also record, by linear measurement, detached labels which require casing. Record the associated mailing pieces under sequence volume in Column 16.
- Column 4** - Enter the total of Column 3.
- Column 5** - Record all flat volume that was cased in the prior P.M.
- Column 6** - Record in feet, to **nearest** quarter-foot increments, the flat volume of mail subsequently available in the A.M., including prior curtailed flats.
- Column 7** - Enter the total of Column 6.
- Column 8** - Record the total linear volume of combined letters and flats available in the A.M. Column 4 plus Column 7 must equal Column 8.
- Column 9** - In non-DUC sites, divide total DPS pieces by the appropriate conversion rate to determine accurate linear footage to be recorded on PS Form 3921. In DUC sites where electronic piece count volume transfer or EOR is available, linear measurement is not required. Transfer the total of the DPS piece count column to Line 15 on PS Form 3930 when required.
- Column 10** - In Non-Expedited Preferential Mail (EPM) and EPM units, record by linear volume all letters approved for curtailment by management that **failed** to meet delivery standards that day (**Delayed**). Note reason(s) in comments section of PS Form 3921. Convert the total linear measurements in Columns 10 and 12 using the standard conversion factor for each mail type and transfer total pieces to Line 18 on PS Form 3930 when required.
- Column 11** - In NON/EPM and EPM units, record by linear volume all letters approved for curtailment by management that **did not** fail to meet delivery standards that day (**Uncommitted**). Convert the total linear measurements in Columns 11 and 13 using the standard conversion factor for each mail type and transfer total pieces to Line 19 on PS Form 3930 when required.

EPM units and router offices only: Record in Columns 20 through 22 on PS Form 3921.

(**Exception:** NON/EPM units may enter volume in Columns 20 through 22 if carriers case mail after returning to office in P.M., or if a router cases after assigned carrier leaves for street.)

- Column 12** - In NON/EPM and EPM units, record by linear volume all flats approved for curtailment by management that **failed** to meet delivery standards that day (**Delayed**). Note reason(s) in comments section of PS Form 3921. Convert the total linear measurements in Columns 10 and 12 using the standard conversion factor for each mail type and transfer total pieces to Line 18 on PS Form 3930 when required.
- Column 13** - In NON/EPM and EPM units, record by linear volume all flats approved for curtailment by management that **did not** fail to meet delivery standards that day (**Uncommitted**). Convert the total linear measurements in Columns 11 and 13 using the standard conversion factor for each mail type and transfer total pieces to Line 19 on PS Form 3930 when required.

EPM units and router offices only: Record in Columns 23 through 25 on PS Form 3921.

(**Exception:** NON/EPM units may enter volume in Columns 23 through 25 if carriers case mail after returning to office in P.M., or if a router cases after assigned carrier leaves for street.)

Column 14 - Record the cased letter volume for that day as follows: NON/EPM units: Column 4 minus Column 10 minus Column 11 must equal Column 14. EPM units, router offices, or NON/EPM units which case in the P.M.: Column 4 minus Column 10 minus Column 11 plus Column 22 must equal Column 14. Convert the total line measurement in Column 14 using the standard conversion factor for letter mail and transfer total pieces to Line 11 on PS Form 3930.

Column 15 - Record the cased flat volume for that day as follows: NON/EPM units: Column 7 minus Column 12 minus Column 13 must equal Column 15. EPM units, router offices, or NON/EPM units which case in the P.M.: Column 7 minus Column 12 minus Column 13 plus Column 25 must equal Column 15. Convert the total linear measurement in Column 15 using the standard conversion factor for flat mail and transfer total pieces to Line 12 on PS Form 3930.

Column 16 - In DUC sites, record as "Sets" all mailings that are in delivery sequence and DO NOT require piece-by-piece casing. Either enter into the Volume Recording Device or DUC as a "Set." In non-DUC sites, divide total residential possible deliveries by the appropriate conversion rate to determine accurate linear footage for the PS Form 3921. *Rural routes make no entries in the sequence columns.*

NOTE: All sequence volumes are entered for the day on which they are delivered. This includes any sequence mail collated in prior P.M. or by router.

Column 17 - Record any linear volume entered in Column 16 that is approved for curtailment in A.M.

Column 18 - Record the linear volume of delivered sequence mail. Column 16 minus Column 17 must equal Column 18. For city delivery routes only, convert the total linear measurement in Column 18 using the standard conversion factor for each mail type or, if reporting on a full coverage mailing, utilize total possible deliveries resulting in one piece per delivery. Transfer total pieces to Line 14 on PS Form 3930.

Column 19 - Total of columns 2, 5, 8, 9, minus 10, 11, 12, 13 plus 18.

Column 20 - Record in feet, to **nearest** quarter-foot increments, the letter mail subsequently available in the P.M.

Column 21 - Record by linear measurement all letter mail which was approved for curtailment by management in the P.M. Mail in this column must be entered in Column 3 on PS Form 3921 for the following day.

Column 22 - Record the cased P.M. letter volume for the day. Column 20 minus Column 21 must equal Column 22. This could also include A.M. curtailed/delayed letters. Mail in this column will be entered in Column 2 of the next delivery day's PS Form 3921.

Column 23 - Record in feet, to **nearest** quarter-foot increments, the flat mail subsequently available in the P.M.

Column 24 - Record by linear measurement all flat mail approved for curtailment by management in the P.M. Mail in this column must be entered in Column 6 on PS Form 3921 for the following day.

Column 25 - Record the cased P.M. flat volume for the day. Column 23 minus Column 24 must equal Column 25. This could also include A.M. curtailed/delayed flats. Mail in this column will be entered in Column 5 of the next delivery day's PS Form 3921.

Comments Section - Note any unusual circumstances that directly impact the workload on that day and are not already defined in the columns. Rural routes ONLY must also enter appropriate boxholder information, i.e., number of sets of boxholders, type of mail, and routes covered.